

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
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In Reply Refer To:
1400-410(HR-220)P

September 26, 2000

EMS TRANSMISSION 9/26/00

Information Bulletin No. HR-2000-143

To: All BC, HR, NI, and RS Group Administrators
NILS, and LRIS Leads

From: Director, National Human Resources Management Center

Subject: Computer Course Nominations

**DD: 10/4/00
10/25/00**

The National Human Resources Management Center has arranged for additional computer skills training during the months of October, November and December. Course descriptions and scheduled dates are detailed on the attached course description sheet. Nominations using the attached form, are being accepted on a first-come, first-serve basis and are requested by **October 4, 2000** for the sessions being held October 11 and 12, 2000 and October 23, 2000. Nominations using the attached form for subsequent courses are due by **October 25, 2000**. Because nominations are accepted on a first-come, first-serve basis, please turn in nomination forms as you receive them. Tuition costs will be paid from the overhead budget.

Priority course dates for each student should be indicated by marking an asterisk next to the course name. Students scheduled to attend will be notified at least one week prior to the scheduled course date. Full day courses will be from 8:00 a.m. to 4:00 p.m. in the computer training room. The room is located just east of the UNIX training room with access from the Cartography area (Room A1242). Students who are not selected for these courses will be put on a waiting list.

Employees must notify this office when legitimate conflicts preclude their attendance. This office will immediately check to see if there are any other employees on the waiting list for that particular class. If there is, the employee and the employee's supervisor will be notified to determine their availability to attend. Supervisors should make every effort to ensure that their employees attend the courses they are registered for. If the computer training is not a priority,

and there is some doubt whether the person can attend, the nomination should not be made. If there are less than six individuals scheduled for an individual course, we will need to cancel the session.

Nominations should be submitted on the attached forms to the appropriate designated training coordinator, by **COB Wednesday, October 4, 2000** for courses scheduled October 11, 12 and 23, 2000. Nominations for the courses dated October 30, 2000 through December 8, 2000 should be submitted on the attached form to the appropriately designated training coordinator, by **COB Wednesday, October 25, 2000**. Training coordinators are as follows:

NARSC	Rheda Dodd	236-6454
NBC	Lynda Pierce	236-8857
NRHMC	Darlene Robitaille	236-6503
NIRMC-NI	Emily Alvarado	236-1692
NIRMC-WO	Janet Beavers	236-0227

If you have any questions, please contact Marilyn Ladd at 303-236-8267.

Signed by
Linda D. Sedbrook
Director

Authenticated by
Darlene Robitaille
Secretary

cc: Training Coordinators

2 Attachments

2 - Computer Course Registration Forms (1 p)

1 - Course Descriptions (2 p)

Distribution

RS-150, BLM Library

NI-100, Reading File

HR-220

Computer Course Nomination Sheet

Employee Name: _____

Org. Code: _____

Telephone Number: _____

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Course Name and Date: _____

Number of Employees _____
Who need this course

Employee Signature

Date

Supervisor's Signature

Date

Micro Tutor

Course Descriptions

October, November & December 2000

Access - Level One **October 11 & 12, 2000**

(Duration: 2 Days) (Pre-requisite: None)

The data is in there. Now what do you do with it? Learn database concepts and terminology through an overview of Access. You will create simple tables and queries. Learn how to plan, design, and maintain an effective database. Create forms and reports.

Word Perfect, Fancy Documents and Forms **October 23, 2000**

(Duration: 1 Day) (Pre-requisite: WordPerfect Level 1 or equivalent experience)

Desktop publishing is a snap! You can create stylish newsletters, information fact sheets, sales brochures, or forms that contain graphics, imported pictures, tables, columns and watermarks. Students will learn how to insert clipart, scanned pictures, and images imported from the internet. Various formatting styles either created by the user or from preset table formats will be shown in order to create custom forms with borders and shading. The numeric calculation capabilities will be explored as well as how to import existing spreadsheets from software such as Excel or Lotus.

WordPerfect Large Documents **October 30, 2000**

(Duration: 1 Day) (Pre-requisite: WordPerfect Level 1 or equivalent experience)

Have a BIG project? This course is intended for the intermediate level WordPerfect user with a focus on creating larger documents that require headers, footers or page numbers. Students will use QuickWords, QuickCorrect and styles to build shortcuts to frequently used text and formats. The feature of Master Documents and Sub Documents demonstrated how to create a large document from a "family" of smaller documents that can also contain a table of contents and index which are automatically generated from the text.

Excel Power Tips and Functions **October 31, 2000 & November 27, 2000**

(Duration: 1 Day) (Pre-requisite: Excel Level One or equivalent knowledge)

If you're no longer a novice Excel user, you'll want to learn the many shortcuts, techniques and built-in functions that can make you a power user of this popular software. All features are demonstrated with real-world examples and are not found in most courseware.

WordPerfect Automating Tasks **November 1, 2000**

(Duration: 1 Day) (Pre-requisite: WordPerfect Level 1 or equivalent experience)

Speed up routine tasks with templates, macros and merges! A mailing list will be organized, sorted and then used to produce letters, envelopes and mailing labels that include the postal bar code. We will explore some of the built-in templates and learn how to create custom templates with user prompts. Creating and editing macros will be demonstrated, including macros that can pause for user input, and can be activated with custom toolbar buttons.

PowerPoint - Level One November 6, 2000

(Duration: 1 Day) (Pre-requisite: None)

You don't have to be an artist to put some sizzle in your slide show! Learn to create a presentation that will illustrate your points powerfully. Create and edit slides, use drawing tools and objects, insert a table, Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates and run slide shows with transitions and animation. Review the do's and don't of design and post your slide show to the Web.

PowerPoint - Level Two November 30, 2000

(Duration: 1 Day) (Pre-requisite: PowerPoint - Level One)

Take your PowerPoint use to the next level! Create you own template, insert movies and sound, send slides to Microsoft Word, automate slide production, create hyperlinks and interactive objects. Learn tons of time-saving tips to help you add the finishing touches faster!

FrontPage 2000 - Level One December 6, 2000

(Duration: 1 Day)(Pre-requisite: Basic Internet or equivalent experience)

Venture into FrontPage Explorer and editor. Learn to import text and graphics and set font styles and formats. Use a page template, Spell Check, the Thesaurus and Find. Create and use hyperlinks and bookmarks. Web Structure management will also be demonstrated.

Access - Level Two December 7 & 8, 2000

(Duration: 2 Days) (Pre-requisite: Access - Level One)

The plot thickens... Analyze table designs and relationships, the principles and techniques behind each. You will design select queries and customized reports. Learn the art of enhanced form design and subform design.